



LAMAR UNIVERSITY

Campus-Supervised Internship Summary Report and Validation

Directions: This Campus-Supervised Internship Summary Report is for your use as a planning worksheet. As you plan out the campus-supervised Internship hours, do the following:

- Include at least one campus-supervised activity under each competency.
- Make sure your campus-supervised activities total a minimum of 140 hours as specified in the following domains:
 - Domain I School Community Leadership: minimum of 46 hours
 - Domain II Instructional Leadership: minimum of 62 hours
 - Domain III Administrative Leadership: minimum of 32 hours

		Brief Description of the Activity	Date of the Activity	Internship Hours
1: Domain I: School Community Leadership	Competency 001	Vision / Mission: Saturday school involvement (A) (D). This Saturday School opportunity creates a campus culture that sets high expectations, promotes learning and provides intellectual stimulation for self, students, and staff. This involvement also assists with responding appropriately to diverse needs in shaping the campus culture. It encourages all students.	2-12 3-12 4-12	10 hours
		Strategic Planning: Responsible for registering students and their parents for the District Educational Summit. This summit allows for parent involvement in seminars, workshops, and training sessions. (F) (B)	10-11	9 hours
		Data Collection and Analysis: TELPAS test administration. Attend training to assist with the training process of test administration for TELPAS testing. (D) (I)	3-2-12 4-5-12	6 hours
		Negotiating / Consensus Building: Worked with Cultural Diversity teacher to get equipment functional to present curriculum material to present to classes. This material	2-15-12	8 hours

Competency 002	focuses on respond appropriately to diverse needs in shaping the campus culture. (D)		
	Collaborative Decision – Making: Instrumental in creating the shared drive location with documents loaded to create a location where teachers can retrieve necessary information that is pertinent to engaging students in their classroom. Shared location contained previous standardized test data for students, helpful curriculum links, instructions for innovative technology equipment, and other helpful information for teachers and administrators. If teachers / administrators have a location where they can easily access information, it builds consensus and manages conflicts among teachers. (B) (F)	Ongoing basis	10 hours
	Effective Communication: ACE Program development – I had the opportunity to work with our ACE program director and suggest some enrichment and tutorial ideas for these students. Many of these students have individualized learning styles so it is important to try to meet the needs of these students with additional curriculum activities. I also offered training on the Star Interactive Boards.	9-11	10 hours
	Community Public Relations: Agreed to help lead computer classes for parent involvement (F). It is important that we involve our parents and help them to understand that they are stakeholders for our school. If we get them involved they feel a sense of ownership and opportunity for them to share in their students' learning experience. Parent involvement offers opportunities for these parents of diverse students and all students to come to our	2-10	5 hours

	campus for visitation and for training opportunities. This gets these parents involved in their student's school and education experience.		
	<p>Parent Involvement: I try to keep the lines of communication open with parents and community. The teacher website can contain information about the class' curriculum and can contain the course syllabus. The website can be utilized by students that miss a class and need to make up assignments or can be accessed by parents to learn more about the courses that their students are enrolled in. This training session allowed teachers to gain a better understanding of how to set up their own personal classroom website, enhance this site, to add additional information to their site, and how to make their site more user friendly for all. These sites can be easily accessed for upgrade and by other individuals to make the communication process and interaction process more reliable. Many tools can be uploaded to the teacher website. The teacher can place assignment information, study tools, helpful website, course information, and enrichment tools that can be utilized by both students and parents to assist in making the classroom materials more accessible by all. It is important to give teachers the tools to help them bring all aspects of communication open and accessible.</p>	Ongoing Basis	5 hours
	<p>Climate for Cultural Diversity: Responsible for the installation of Rosetta Stone. We found that it provides the ESL and cultural diversity teacher with a Rosetta Stone Manager capability that is built</p>	10-10 10-11	12 hours

	<p>in as a management tool. This tool can deliver real-time reports to teachers with the detailed reports on student progress and it is very user-friendly for the teacher to use for these administrative capacities. I worked closed with Rosetta Stone tech support to tailor the software to our schools specific needs along with our technology requirements and lab environment. It has really assisted our ESL teachers and cultural diversity teachers with excellent tools for language skill development. Rosetta Stone, as advertised has many topic-based activities that really bring language learning to life for the students. Since we have been utilizing Rosetta Stone, the scores on TELPAS testing have improved and the ESL students are having less difficulty with English. I have provided ongoing assistance with Rosetta Stone administration needs and student usage. The students are able to use headsets so they are able to listen, learn, and speak at their own pace. They become so engrossed in learning, they almost forget that they are at school. (H)</p>		
	<p>Community / Business Involvement and Partnerships:</p> <p>Junior Achievement Business Park where students have an opportunity plan for their future careers. I assure that labs are ready for the students and community volunteers. <i>JA Finance Park</i> is a month-long economics education program that introduces personal financial planning and career exploration. It is designed to be taught to middle grade and high school students by classroom teachers. At the culmination of this program, students visit <i>JA Finance Park</i> to put into practice what they've learned about economic options</p>	<p>11 – 10 11 – 11</p>	<p>8 hours</p>

Competency 003	and the principles of budgeting. http://www.ja.org/programs/programs_mid_park.shtml		
	Position Goals and Requirements: We are required by law to provide documentation for special education students. Prepare documentation on special education students to assure that all the needs of their IEPs are being met. This is confidential information. (D)	Ongoing year round	8 hours
	Philosophy / History of Education: Special Education needs are varied and we need to assure that the students are represented during the annual ARD meeting. I attend the ARD meetings as campus technology representative for development of these student's IEPs. I assess these students utilizing Kuder Assessment for prior to their ARD meetings to assure that this assessment survey can assist with class placement for these students. (D)	Ongoing year round	10 hours
	Ethics: Confidentiality is vital and ethical in the documentation process and record keeping process. Prepare documentation on ESL students to assure that all the needs of their education are being met. This is confidential information. (D)	Ongoing year round	8 hours
	Interpersonal Relationships: Diverse students have individualized learned needs. I encourage the use of interactive technology tools such as Star Boards. This interactive usage allowed for strategies to be utilized that could more effectively address and support the needs of some of the diverse learning environments of the afternoon tutorial group lesson objective needs. I was able to suggest ideas for keeping students engaged in the afternoon classrooms that could help with these students meeting objectives	Training 1-11 Presentation 2-11	10 hours

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	and better test scores. These students have attended class all day and it sometimes takes creative technology curriculum ideas to maintain student engagement in these afternoon tutorial classes. This was maintained through the year for the ACE tutorial program.		
	<p>School Board Policy and Procedures / State and Federal Law:</p> <p>I took the opportunity to visit with members of our CEIC committee and the DEIC committee to gain a better understanding of the school policies and procedures. I took time to study the TEA website and documentation provided to gain a better understanding of the policies and procedures of the Texas State Education process.</p>	5 – 11	5 hours
	Required Hours for Domain I: minimum of 46 hours	Internship Hours for Domain I	124 Hours

Domain II: Instructional Leadership	Competency 004	<p>Analyzing the Curriculum: The curriculum is integrated with technology sources and resources. I take the responsibility of assuring that rooms are set up for in-service sessions. Our district wanted to create a technology in-service training so that we could educate all staff on our district's policies and help them to gain an understanding on why our district has certain policies. Our district feels that it takes all of our staff to educate our students and help our community to have an awareness of what we as a whole are trying to accomplish in the education of our students. Every district employee from the school board, the administrators, the teachers, and all support staff needs to have an understanding of the district goals and policies so that we can all be promoters of working toward a positive district image and successful education of our district students. By utilizing this training, it enlightened all staff on innovative use of Microsoft Word, Microsoft Excel and Microsoft Outlook. We presented some helpful tools for usage and some helpful tips in Microsoft 2007.</p>	<p>10-10 2-11 10-11 2-12</p>	7 hours
		<p>School / Program Scheduling: Computer and Technology usage is important on a campus. I schedule times with the teachers for the necessary upgrades, the software installations, the printer driver downloads, and other necessary technology applications. I assist the leasing company we least from with the removal of the old lease and assist with the installation of new computers. I also assist with letting district personnel at the information services department to be aware of what software needs to</p>	<p>8-10 8-11 And ongoing</p>	15 hours

	<p>be added to our campus computers. This would be software that we utilize on an ongoing basis. I also assist with necessary distribution of additional computers as per our principal. This would include necessary networking and wiring as required. I also assist with the printer installation as needed on the new lease computers. I also maintain an inventory list of lease computer so that these computers can be maintained on an inventory list by computer name.</p>		
	<p>Supervision of Instruction / Instructional Strategy: Assure that teachers in utilizing the Kuder Navigator system and allowing student to use problem solving methods to discover college and career assessment and goals. Kuder Navigator Career Assessment Testing is utilized in assisting student in problem solving and discovering possible college and career goals that they have an aptitude for. KuderNavigator assessment is also utilized in our district for our special education students that have diverse learning needs. Students can meet with counselors before registering for high school classes, career center options, and even college class placements. There are videos on this site available to students and also information about class placement with career goals. Students can also access this information online in the home environment along with parents /guardians to discuss possible college, technical school, and career options. These assessments are done throughout the year to assure that diverse learning students and all other students are tested to better place</p>	<p>10-10 3-11 10-11 3-12</p>	<p>15 hours</p>

		students in the best classroom environment, electives, and core curriculum areas. (B)(E)		
		Supervision of Co-curricular Education: The ACE Program allows for enrichment of our students to not only to enhance their academic skills, but also provides these students with enrichment fulfillments activities. ACE – Assist the ACE program director with setting up Excel spreadsheet for buses and student attendance scheduling for the ACE afternoon tutorial and enrichment program.(A)	9-10	7 hours
		Federal Programs Administration: ARDs – According to many of the special education students it is important to meet the diverse needs of these students. Technology use of Study Island, READ 180, and Kuder computer programs are utilized to assist with the needs of these students as specified in the IEPs. (G)	10-10 1-12	8 hours
	Competency 005	Learning / Motivating Theory: Instrumental in CScope lesson plan development. CScope Lesson and curriculum plans assist with the core subject objectives and essential skills. We are currently using Eduphoria for benchmarking purposes. It is new this year and we have loaded additional scanner/printers and updated the Eduphoria software for easier usage for the teachers. This will also for more effective data analysis and benchmarking purposes. Eduphoria allows for one place for teacher planning and assessment. Some of the features that I assist teachers with is being able to analyze previous TAKS data in a	9-11	5 hours

	<p>rich, interactive grid, create and share custom data views to focus on important issues for the campus and district, develop easy to use benchmark tests, print answer documents on plain paper and scan with scanners, analyze TAKS data in a rich, interactive grid, create and share custom data views to focus on import issues, develop easy to administer benchmark tests, create a district bank of benchmark questions, analyze the impact of your scope and sequence, build student personal graduation plans, secure student forms for almost any purpose, create views of data for easy publishing to staff members, generate graphs automatically as you are working with the data, and connect external data for analysis. (E)</p>		
	<p>Learning Technology: The district sends me to TCEA each year to learn new and innovative technology ideas and procedures. It is important to encourage staff professional growth and development. I was a presenter at the Technology In-service professional development training session. I planned and developed a training module to educate and train our staff on Microsoft Word, Microsoft Excel, and Microsoft Outlook. I helped to create a district technology in-service to train all staff on Microsoft Word, Microsoft Excel, Microsoft Outlook. We also spent time with all staff to review our district policies on re-teach, re-test, the lesson cycle, and Blooms Taxonomy. We trained all the staff on these training modules. I worked closely with the Director of Performance Management and Instructional Technology to create the training modules and develop</p>	3 - 12	

	<p>a training that could not only benefit our teachers and teacher aides, but also benefit our support staff as well. Our district wanted to create a technology in-service training so that we could educate all staff on our district's policies and help them to gain an understanding on why our district has certain policies. Our district feels that it takes all of our staff to educate our students and help our community to have an awareness of what we as a whole are trying to accomplish in the education of our students. Every district employee from the school board, the administrators, the teachers, and all support staff needs to have an understanding of the district goals and policies so that we can all be promoters of working toward a positive district image and successful education of our district students.</p>		
	<p>Evaluation of Student Achievement / Testing:</p> <p>Data Analysis – Our district is a very data driven district. Eduphoria allows for one place for teacher planning and assessment. Some of the features that I assist teachers with is being able to analyze previous TAKS data in a rich, interactive grid, create and share custom data views to focus on important issues for the campus and district, develop easy to use benchmark tests, print answer documents on plain paper and scan with scanners, analyze TAKS data in a rich, interactive grid, create and share custom data views to focus on import issues, develop easy to administer benchmark tests, create a district bank of benchmark questions, analyze the impact of your scope and sequence, build</p>	10-11	

	<p>student personal graduation plans, secure student forms for almost any purpose, create views of data for easy publishing to staff members, generate graphs automatically as you are working with the data, and connect external data for analysis. (E)</p>		
	<p>Student Discipline: Bullying is a discipline issue that administrators are concerned about. I helped design and create a unit for student use with a digital video instruction unit for student usage. This unit will teach students about copyrights, Cyber-Bullying, and how to communicate in the digital world. We utilize www.learning.com for keyboarding needs and also for additional curriculum needs. Learning.com has videos pertaining to online and internet safety, cyber-bullying, and netiquette. I have combined some of their resources to create a digital video instruction unit for student usage. Utilize learning.com for enrichment standardized lesson development for STARR test preparation. (G)</p>	10-11	10 hours
	<p>Current Issues Affecting Teaching and Learning: I developed and assisted staff in an awareness / ability to network our copiers. This was a new development in technology that our campus could take advantage of to eliminate the amount of ink and paper usage while printing testing documents for Eduphoria. I instrumented the process of setting up network printers & network copier to assure scan test documents are printed for necessary functions relating to Eduphoria and benchmark testing. (E)</p>	11-11	8 hours

	Competency 006	<p>Staff Development / Adult Learning:</p> <p>I provided and distributed easy user instruction and helpful shortcuts for tasks that teachers do frequently (Microsoft Office Tips, Tricks, and Shortcuts. I helped to develop an instructional packet of information that included Microsoft Office tips, tricks, and shortcuts. It included information about tips, tricks, and shortcuts that could be utilized with Microsoft Office 2007 in conjunction with Microsoft Office Word, Microsoft Office Excel, and Microsoft Office Outlook. We utilized this information during our district technology in-service sessions and sent these packets with the participants so that they could benefit from these tips and assist them with easy shortcuts for tasks that staff and teachers do frequently. These shortcuts can be time saving tools for them in their offices and classrooms. We provided and included easy user instructions with careful explanation and easy to use instructions that could be beneficial to them for easy reference when necessary. (G)</p>	3 - 11	5 hours
		<p>Personnel Procedures: It is important to keep staff informed about personnel evaluations by administrators. Staff evaluation is important. iPads are in working order for the administrative walk-throughs and PDAS usage. I assist with the loading and set up of administrative iPads and software download.</p>	9-11	6 hours
	Competency 007	<p>Change Process:</p> <p>Accountability – attain campus goals. This INOVA data is sent to our district divided up into each of our specific campuses. Our</p>	9-11	5 hours

	<p>campus data is sent to us on a disc and contains students who are currently on our campus with their previous test data with that students' previous campus data. I then was able to take that disc and upload this data to our shared drive so that teacher could access and utilize data for their individualized students. This special color-coding system provides a list of each of the student's strengths and weaknesses and a list of academic interventions and recommended teaching methods. It is a powerful tool that assists our teachers in being able to give individualized instruction for each and every one of their students. We were able to get this data to the teachers on the shared drive and they were able to analyze their specific student data taking this to team meeting to discuss. This data also assisted in the students that passed the test but were not actually grown from year to year. The INOVA test could assist teachers in helping each student meet their full potential. (A)</p>		
	<p>Student Services: I am in charge of assisting with the Student Information system and assist the attendance clerks and other employees when necessary on printing documents/maintaining campus services. It is also important to keep students engaged. We purchased Ebeams which were an alternative to creating an interactive white board at a lower cost. We had purchased Star Boards that could be utilized by each department. The Ebeams were purchased at a lower cost and have the ability to be used by more teachers more often. This change benefitted many teachers. (E)</p>	1-12	5 hours

	<p>Issue and Conflict Resolution: When teachers are unsure about how to take care of certain procedures, they sometimes need additional training. Changes in Microsoft Office 2007 require training for teachers. I was a presenter at the Technology In-service professional development training session. I planned and developed a training module to educate and train our staff on Microsoft Word, Microsoft Excel, and Microsoft Outlook. I helped to create a district technology in-service to train all staff on Microsoft Word, Microsoft Excel, Microsoft Outlook. We also spent time with all staff to review our district policies on re-teach, re-test, the lesson cycle, and Blooms Taxonomy. We trained all the staff on these training modules. I worked closely with the Director of Performance Management and Instructional Technology to create the training modules and develop a training that could not only benefit our teachers and teacher aides, but also benefit our support staff as well. Our district wanted to create a technology in-service training so that we could educate all staff on our district's policies and help them to gain an understanding on why our district has certain policies. Our district feels that it takes all of our staff to educate our students and help our community to have an awareness of what we as a whole are trying to accomplish in the education of our students. Every district employee from the school board, the administrators, the teachers, and all support staff needs to have an understanding of the district goals and policies so that we can all be promoters of working toward a positive district image and successful education of our district students.</p>	10-10	10 hours
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	Required Hours for Domain II: minimum of 62 hours	Internship Hours Earned for Domain II	117 Hours

Domain III: Administrative Leadership	Competency 008	General Office Administration / Technology: Computer Inventory management – keep a running list of all of the computer and technology equipment inventory. Also keep inventory of the projectors, interactive white boards, document cameras.(F)	10-11	5 hours
		School Operations / Policies: I assist administration and the police officers with the security camera software. Sometimes they need to access this information for a discipline or security issue.	Ongoing	15 hours
		Supervision of the Budget: In charge of ordering all printer cartridges and supplies for technology equipment (D) (F)	3 times per year	6 hours
		Professional Affiliations and Resources: Record number of monitors that need to be ordered for additional computer lease. Also obtain equipment from other campuses when they have excess equipment. (F)	10-11	5 hours
		Professional Library: Also set up of lab for tutorials with additional equipment. These labs are utilized for science and math tutorials. Students are sent to additional math and science classes in place of elective courses prior to standardized testing. (F) It contained resources for teachers with training modules.	2-12	6 hours
	Competency 009	Facility and Maintenance Administration Safety and Security: Safety is so important on a campus. Identification is important for this cause. When all students had the ID information entered and	Ongoing and daily basis	15 hours

	<p>a photo corresponding with their ID, I printed the ID cards and distributed through classes. I also assist with the reprinting of the ID cards when a student loses their ID card and has to pay for a new ID. I also take photos and print new ID cards any new students that we have enroll during the school year. When students are wearing an ID around their neck during school hours in a visible manner, it assures for a more safe campus environment. Any visitors have are scanned at entry in the front office and given a name badge. This prevents unwanted or potential dangerous individuals/visitors from wandering the halls. Our students have the proper ID cards and visitors have official visitor pass from the front office. Employees have ID cards also.</p>		
	<p>Student Transportation:</p> <p>Assist with afternoon Bus Duty to assure order and safety of students during the afternoon. Make sure that students remain seated in the gym while waiting on their appropriate bus.</p>	3 duty cycles of 20 days each during school year.	10 hours
	<p>Food Services:</p> <p>Assist with morning breakfast cafeteria duty to assure order and safety of students during time in the cafeteria. Make sure that students remain seated after eating breakfast and that they throw trash away.</p>	3 duty cycles of 20 days each during school year	10 hours
	Required Hours for Domain III: minimum of 32 hours	Internship Hours Earned for Domain III	72 Hours
		Total campus-supervised hours	313 Hours

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Signature: _____

Ramarwell

Date: _____

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